

# COLUMBUS FIRE DEPARTMENT

## JOB DESCRIPTION

**Position:** Firefighter (All Ranks)

**Reports to:** Fire Chief and/or designee

**Appointing Authority:** Board of Works and Public Safety

**Job Status:** Full-time

**FLSA:** Partial exemption under FLSA 207(k)

**Work Schedule:** 28-day work period, 24 hour shifts and additional shifts as needed, based on departmental needs

### SUMMARY

Provide protection of life and property by performing fire-fighting, emergency aid, hazardous materials emergency response and fire prevention duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond to emergency and non-emergency situations such as; fires, vehicle crashes, water accidents, bomb threats, hazardous material incidents, severe weather, medical emergencies and/or any other situations that would require the assistance of the Fire Department
- Perform firefighting techniques including, but not limited to; extinguishing, ventilation, rescue, salvage, overhaul and forcible entry
- Move injured, sick or unconscious away from danger and provide pre-hospital emergency medical care.
- Drive appropriate firefighting equipment to emergency and non-emergency scenes, as directed
- Safe-driving practices and procedures must be followed at all times
- Monitor radio and other communication devices to receive assigned runs
- Attend, participate and assist in presentations to civic, school, neighborhood, industrial or business organizations. Assist with fire prevention presentations, fire station tours, or public training exercises, as needed
- Attend and participate in various educational, technical, and other training exercises as determined appropriate by the Chief and/or his designee which could include but not be limited to extrication, ice water rescue, rope rescue, and confined space.
- Maintain the cleanliness and proper operation of all equipment and perform regular maintenance and repair, as directed
- Clean and maintain Fire Department buildings and grounds
- Provide assistance, as directed, to other departments within the City of Columbus
- Complete all necessary forms and reports in a neat, orderly and timely manner as required by Fire Chief, local, state and/or federal agencies. Provide oral reports, as necessary, to appropriate personnel
- Maintain personal physical fitness levels, necessary to perform the essential functions of the position
- Maintain the highest ethical and moral standards and perform within the parameters of the law as set forth by the City of Columbus as your employer

- Maintain uniforms and equipment at acceptable levels
- Assist and/or perform all other departmental duties similar, related or that are a logical assignment of the position, as assigned by Fire Chief and/or designee
- On occasion, relieve an officer of higher rank and when so assigned, assume all the responsibilities of that position
- Ability to respond to mandatory overtime requirements and ability to balance any secondary employment and community volunteer work in such a way as to not interfere with duties at the fire department and also not create conflicts of interest
- Ability to comply with the Columbus Fire Department's anti-tobacco policy which prohibits the use of tobacco products within City offices, facilities and/or vehicles.

## **MINIMUM QUALIFICATIONS**

- High School graduate or GED equivalent
- Resident of Bartholomew County or a contiguous Indiana County, within six months of appointment
- Indiana PERF-eligible: Must be at least 21 years old to apply and not reach age 36 by date of appointment
- Ability to pass and maintain physical fitness standards
- Demonstrated abilities in the operation of fire suppression and other emergency equipment
- Demonstrated abilities of standard firefighting, emergency aid, hazardous materials and fire prevention techniques
- Demonstrated ability to act effectively in emergency and stressful situations
- Demonstrated ability to perform strenuous physical activity for prolonged periods of time during emergency situations and under conditions of extreme heights, intense heat, cold or smoke
- Ability to follow verbal and written instructions
- Ability to effectively communicate both verbally and in writing
- Ability to establish and maintain effective working relationships with others within the department, other city employees, other agencies and the general public
- Ability to make appropriate and effective independent judgments which have considerable impact on the City of Columbus

## **LICENSING AND CERTIFICATION**

- Valid Indiana driver's license with acceptable driving record (acceptable driving record includes but is not limited to the City of Columbus' insurance carrier agreeing to provide coverage for fire fighter to drive city vehicles and equipment)
- Valid Indiana State 1<sup>st</sup> Class Firefighter certification or equivalent (see 655 IAC 1-1-5.1; IC 22-14-2-7), or ability to obtain certification upon appointment
- All firefighters hired by the Board of Works and Public Safety on or after January 1, 1987 shall maintain a valid Indiana EMT certification

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, walk, use hands and fingers to feel, handle or operate objects, tools or controls; reach with hands and arms, and repeatedly stoop and then stand. The employee is required to sit, climb, balance, kneel, crouch, crawl, talk, hear, taste and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 180 pounds. Specific vision abilities by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Must be able to perform all duties in 24 hour shifts and work additional shifts, to meet departmental needs. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of their duties.

## **TOOLS AND EQUIPMENT USED**

Fire trucks, first aid equipment, oxygen, ladders, boat, trucks and automobiles, trailer, breathing apparatus, hearing and eye protection, firefighting clothing, hazardous chemical clothing, computer, calculator, copy machine, facsimile machine, telephone, radios, other communication devices, measuring devices, camera, power tools, hand tools, chain saws, shovels, brooms, exhaust fans, electronic test equipment, general medical equipment and any other departmental equipment, as necessary.

## **PERSONAL WORK RELATIONSHIPS**

Firefighters maintain effective and positive communication with the Fire Chief, Deputy Chiefs, Battalion Chiefs, Captains, and Lieutenants within the department as well as personnel from other fire departments. Firefighters will have contact with city employees, personnel from the State Fire Marshal's office as well as the public. These relationships are necessary to receive and convey information, resolve problems and answer questions; all intended to assure an effective and efficient fire department as well as the City of Columbus.

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**The physical demands and the work environment characteristics described here are representative of those an employee may encounter while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities, if the accommodation does not cause undue hardship to the department. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.**

**The job description does not constitute an employment agreement between the City of Columbus and any employee and is subject to change as needs of the City of Columbus and requirements of the job change.**

# COLUMBUS FIRE DEPARTMENT

## JOB DESCRIPTION

**General sign-off:** I have received a copy of the Columbus Fire Department Job Description for the position of Firefighter. I have read and understand this explanation and job description.

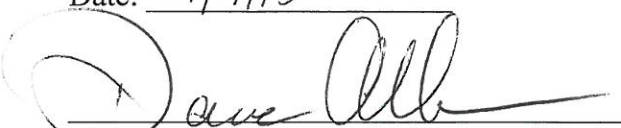
Signature: \_\_\_\_\_ Date: \_\_\_\_\_


# COLUMBUS FIRE DEPARTMENT

## JOB DESCRIPTION

Acceptance by Columbus Fire Department Board of Chiefs:

Date: 4/9/13


  
Dave Allmon, Chief

  
Mike Kutsko, Deputy Chief

  
Doug Harrison, Deputy Chief

  
Brian Snyder, Battalion Chief

  
Battalion Chief (Vacant)


  
Dan Cleland, Battalion Chief

Attest:

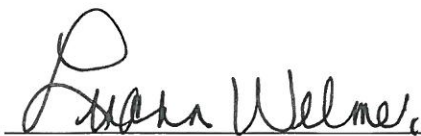
  
Julie Dayton, Chief's Secretary

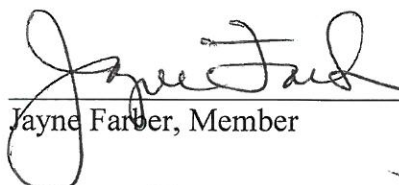
Acceptance by Columbus Board of Public Works and Safety:

Date: April 9, 2013

  
Kristen S. Brown, Mayor

Attest:

  
Luann Welmer, Clerk-Treasurer

  
Jayne Farber, Member

  
Susan Fye, Member